

REHABILITATION SPECIALIST II

General Statement of Duties: Performs skilled technical and inspection work relating to housing rehabilitation programs and does related work as required.

Distinguishing Features of the Class: This position involves the inspection of properties as to code deficiencies, preparation of cost estimates, and assisting homeowners in obtaining construction bids. Work is performed under general supervision with the employee using state and federal rules and regulations as guidelines.

Areas of Accountability:

- 1) Prepares and obtains the necessary records.
 - Prepares project specifications and cost estimates;
 - Prepares construction bid documents;
 - Prepares change orders;
 - Completes other necessary paperwork during construction.
- 2) Conducts housing inspections.
 - Conducts field inspections;
 - Determines what repairs are needed to meet code and program standards;
 - Inspects rehabilitation work and approves final payment.
- 3) Provides assistance to homeowners.
 - Aids homeowners in selecting contractors and issuing proceed orders for construction work;
 - Aids applicant in the execution of construction contract.;
 - Communicates program requirements and project activities to the homeowner;
 - Monitors rehabilitation activities and resolves conflicts.
- 4) Maintains effective relationship with clients, contractors, staff and general public.
- 5) Assists Rehabilitation Supervisor in the development and administration of housing rehabilitation and construction programs.
- 6) Prepares reports necessary for compliance with state and federal requirements.
- 7) Provides information and makes public presentations on housing and neighborhood development programs to individuals, neighborhood groups, and special interest groups.

- 8) Maintains effective relationship with clients, contractors, staff and general public.
- 9) Does related work as assigned.

Required Knowledge, Skills and Abilities: Considerable knowledge of housing and safety codes; knowledge of the building trades and contracting; and thorough knowledge of rehabilitation program; ability to write cost estimates, obtain bids; ability to maintain necessary records; general knowledge of lead based paint issues; and ability to form effective working relationships with homeowners, contractors, and City staff.

Acceptable Experience and Training: Requires a combination of experience and education equivalent to a bachelor's degree in construction or related field or 5 years progressively responsible construction experience. Must attain certification through the State of Iowa as a 'visual risk assessor' within one year of hiring. Must have a valid driver's license issued by the state of residence.

Additional Requirement: Incumbent must be willing and able to provide transportation for fieldwork assignments.